

**BY ORDER OF THE COMMANDER  
14 TH FLYING TRAINING WING (AETC)**



**AIR FORCE INSTRUCTION 31-501**

**24 JANUARY 2005**

**AIR EDUCATION AND TRAINING  
COMMAND  
Supplement**

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**COLUMBUS AIR FORCE BASE  
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**Security**

**PERSONNEL SECURITY PROGRAM  
MANAGEMENT**

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OPR: 14 FTW/IP

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(Col Matthew Isler)

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AFI 31-501 and AFI 31-501\_AETCSUP are supplemented as follows:

This supplement implements AFI 31-501, *Personnel Security Program Management*. It establishes procedures for properly safeguarding classified information on Columbus AFB. This supplement applies to all individuals assigned, attached or employed at Columbus AFB along with any servicing tenant units. This publication applies to Air Force Reserve Command (AFRC) Units. This publication does not apply to the Air National Guard (ANG). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using Air Force (AF) Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional's chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, Management of Records, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>. Follow AFI 33-332, *Privacy Act Program*, for further PA guidance and sample PA statements.

### ***SUMMARY OF CHANGES***

This document is substantially revised and must be completely reviewed. This revision: Changes the responsibilities for the implementation and management of the Personnel Security Program from the 14th Security Forces Squadron to the 14th Flying Training Wing Information Protection Office; unit/office designations from 14 SFS/S5I to 14 FTW/IP:

2.4. The *Electronic Questionnaire for Investigation Processing* (e-QIP) is used at Columbus AFB by all units supported by 14th Flying Training Wing Information Protection Office.

3.2.3.3.2. The Unit Security Manager will retain a copy of local suitability determination results for National Agency Check with Inquiries (NACI) investigations endorsed by the office of primary responsibility (OPR). Unit Security Managers will also send a copy of the determination to the 14 FTW/IP office.

3.11.1.4. The Unit Security Manager will retain the completed AF Form 2583 individual's personnel file until investigation is completed, at which time it will be destroyed.

3.25. Chief, Nonappropriated Funds Human Resources will make the suitability determination for any investigations returned from OPM as 'No Determination Made' for Nonappropriated Fund employees.

3.27.3.5. 14 FTW/IP will verify that advanced fingerprint results have returned favorably as directed by AFI 31-113, Sect 2.2, before obtaining a Common Access Card (CAC). Unit security managers will be notified of unfavorable fingerprint results and individual must wait until investigation has been fully adjudicated before obtaining a CAC.

3.28. When an individual reaches 60 days before clearance expiration, or needs to upgrade their security clearance eligibility, the Unit Security Manager will submit an AF Form 2583, *Request for Personnel Security Action*, electronically to 14 SFS/S5R and 14 MDOS/SGOL, if a military member. Once the e-QIP form is completed and released by the applicant, the Unit Security Manager will review it for errors. Once all, if any, corrections are completed, the Unit Security Manager will release the e-QIP for final approval to 14 FTW/IP. 14 FTW/IP will conduct a final review of applicant's package and either reject back to applicant for additional corrections or submit all required documentation to the Office of Personnel Management (OPM) for further processing. **Note:** Ensure investigation matches requirement on UMD.

3.18.1. SCI Pre-Screening Interviews and indoctrination requests will be processed by the 14 FTW/IP office upon notification of SCI tasking orders by either the unit security manager or deployment manager. If individual's current security investigation is about to expire or there is no SSBI investigation, initiate individual in e-QIP.

5.6.1. Unit Security Managers will ensure all investigation requests are submitted for initial review NLT 14 calendar days from initiation. Unit Security Managers will conduct their review, ensure any corrections are made, and submit for final approval to 14 FTW/IP within 14 duty days.

7.2.1.3. A copy of this review will be submitted to 14 FTW/IP NLT the last duty day of May each year.

7.9.5.5. The primary Unit Security Manager and at least one alternate Unit Security Manager will have e-QIP access for units that maintain classified information. For units that do not

possess classified information, as a minimum, the primary unit security manager will have e-QIP and JPAS access. The primary and alternate need to log in to JPAS and e-QIP at least once every 35 days or their access will be locked out. Confirmation of access will be verified during annual program reviews.

7.9.5.5.1. **(Added)** The Unit Security Manager is responsible for reviewing their unit's Joint Personnel Adjudication System (JPAS) roster on a monthly basis to check initial investigations and PR status. When personnel are improperly matched to a security access coded position, for example an individual who has Secret eligibility but is in a Top Secret coded position on Unit Manning Document (UMD) or personnel whose clearance eligibility shows as unknown or invalid, the unit security manager is responsible for correcting these problems within their unit as quickly as possible.

8.6.4. Common written rebuttals for financial considerations are: credit report to show delinquency, bank statements to show proof of payment, letter from collections agency showing an agreement between them and the individual, any documents of payments being made or paid in full and/or pay stubs showing allotment or garnishment of wages.

11.1.4. On Columbus AFB, the Information Protection Security Program Manager (ISPM) is the 14th Flying Training Wing Chief, Information Protection (CIP). The 14 Information Protection (IP) Office implements and manages the installation Personnel Security Programs on Columbus AFB.

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**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION**

AF Form 847, *Recommendation for Change of Publication*

***References***

AFI 31-113, *Installation Perimeter Access Control*

**Attachment 2**

A2.1.4.1. Unit Security Managers will utilize the 14 FTW/IP Personnel Security In/Out Processing Checklist, identified in Attachment 29, 30 and 31, to in/out process unit personnel in JPAS

**Attachment 29 (Added)**

**PERSONNEL SECURITY IN/OUT CHECKLIST FOR MILITARY**

ALL PURPOSE CHECKLIST		PAGE 1 of 1 PAGES		
Personnel Security In/Out Checklist for Military		OPR	DATE	
NO.	ITEM	YES	NO	N/A
<b>1.</b>	<b>In-Processing:</b>			
1.1	Do you have individuals name and SSN?			
1.2	Check JPAS for eligibility of secret as a minimum (Note: Adjudication summary will contain eligibility*)			
1.3	In-process as owning or servicing agency A) Owning – Permanently assigned to unit B) Servicing – Temporarily assigned to unit			
1.4	Check UMD for SAR code			
1.5	Grant access as applicable to the individuals SAR Code Position			
1.6	If SSBI is 60 days from 5 year expiration or NACLC is within 60 days of 10 year expiration in investigation summary, initiate Periodic Reinvestigation (PR) (Note: Verify SAR code on Unit Manning Document or mandatorily AFSC listing before initiating a PR for SSBI) A) The expiration date is calculated using the investigation close date and adding five or ten years as applicable B) Do not initiate PR if they are within 12 months of separation/retirement C) Initiate AF Form 2583 (Shred upon adjudication) (Note: Forward any AF Form 2583 to the IP office if comments are annotated by any agency)			
1.7	Ensure Non-disclosure Agreement (NdA) was signed and annotated in JPAS. If not, accomplish same and mail hard copy as annotated in AFI 31-401. (Note: one time requirement)			
1.8	Conduct required cleared initial security training (Note: Derivative classifiers must take test on Defense Security Service website, all others use the printed slides provided by IP office for training)			
<b>2</b>	<b>Out-Processing:</b>			
2.1	Have you de-briefed individual's access?			
2.2	Have you out-processed individual in JPAS?			
2.3	If retiring/separating/discharged, complete AF Form 2587			
2.4	Keep AF Form 2587 on file in handbook for 2 years			

AF FORM 2519, NOV 91 (EF-V2)

PREVIOUS EDITION WILL BE USED.

\*If more than one investigation exists, the newest investigation takes precedence.

**Attachment 30 (Added)****PERSONNEL SECURITY IN/OUT CHECKLIST FOR CONTRACTOR'S**

ALL PURPOSE CHECKLIST		PAGE 1 of 1 PAGES		
Personnel Security In/Out Checklist for Contractor's		OPR	DATE	
NO.	ITEM	YES	NO	N/A
<b>1</b>	<b>In-Processing:</b>			
1.1	Do you have individuals name and SSN?			
1.2	Check JPAS for eligibility			
	A) Non Sensitive Positions (No Clearance required)			
	a) Check for NACI			
	– If they have a favorable NACI, ANACI, NACLCL, or SSBI and less than 24 month break in service, a new NACI investigation is not required			
	– If they have any type of investigation but longer than a 24 month break in service, initiate a new NACI investigation			
	– If no investigation exists in JPAS under adjudication summary, initiate a NACI			
	B)Non-Critical Sensitive (Secret Clearance)			
	a) Contact 14 FTW/IP, this is a classified contract.			
	b) Check for NACLCL			
	– If they have an NACLCL with secret eligibility and less than a 24 month break in service, a new investigation is not required			
	– If no investigation exists, contract's Facility Security Officer (FSO) will initiate NACLCL (not 14 FTW)			
1.3	If they are in a non-critical sensitive position, contract accomplishes Non-disclosure Agreement (NdA) (Note: if not already accomplished and annotated in JPAS)			
1.4	If they are in a non-critical sensitive position and have a valid investigation, contract grants access <b>OR</b> If they are in a non-sensitive position, no access required			
1.5	In-process as servicing agency			
1.6	Create category if necessary			
1.7	Conduct 'cleared' training for personnel in non-critical sensitive positions <b>OR</b> Conduct 'un-cleared' training for personnel in non-sensitive positions			
<b>2</b>	<b>Out-Processing:</b>			
2.1	Have you de-briefed individual's access?			
2.2	Have you out-processed individual in JPAS?			

## PERSONNEL SECURITY IN/OUT CHECKLIST FOR CIVILIANS

\*Has Secret eligibility but Periodic Reinvestigation was not initiated within 60 days of investigation close date